

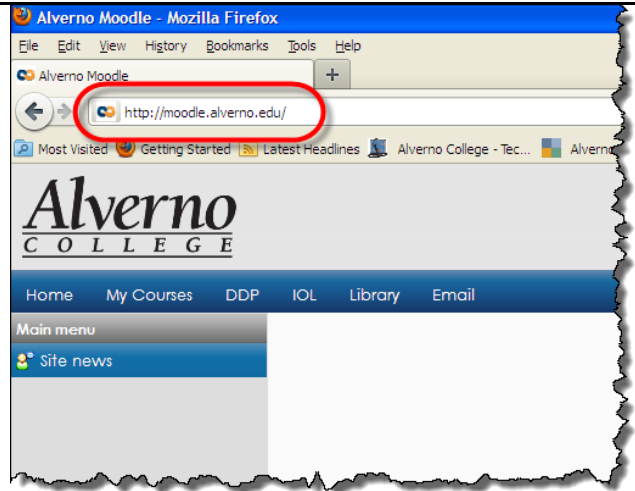
Moodle Syllabi Instructions

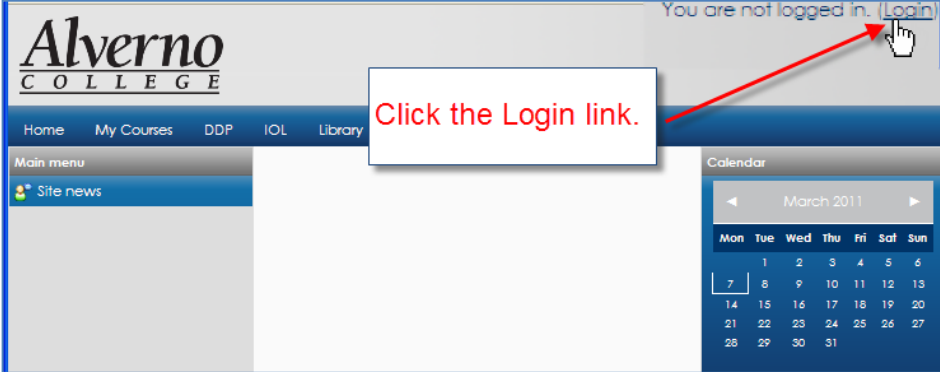

Perform the following tasks in each of your classes before the beginning of each semester.

1. **Upload your syllabus to the Syllabus folder in the Files area.** See [Posting the Syllabus in Your Class](#).
2. **Use the Syllabus block to submit a copy of your syllabus to Professional Support Services (PSS).** See [Submitting Your Syllabus to Professional Support Services \(PSS\)](#).

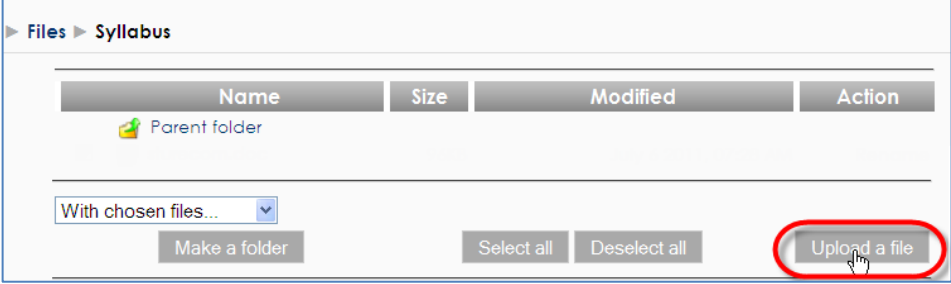
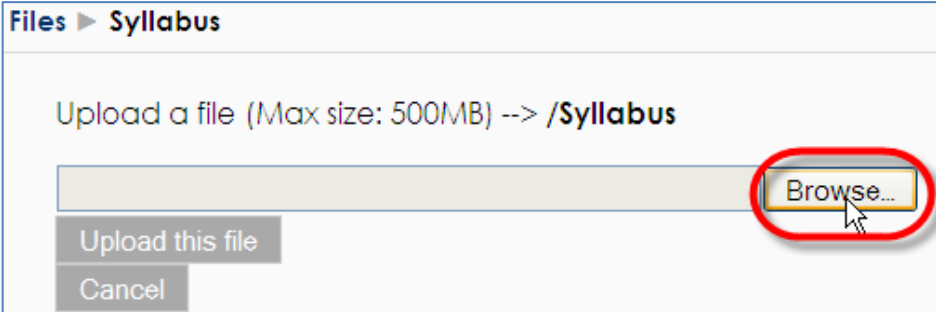
Posting the Syllabus in Your Class

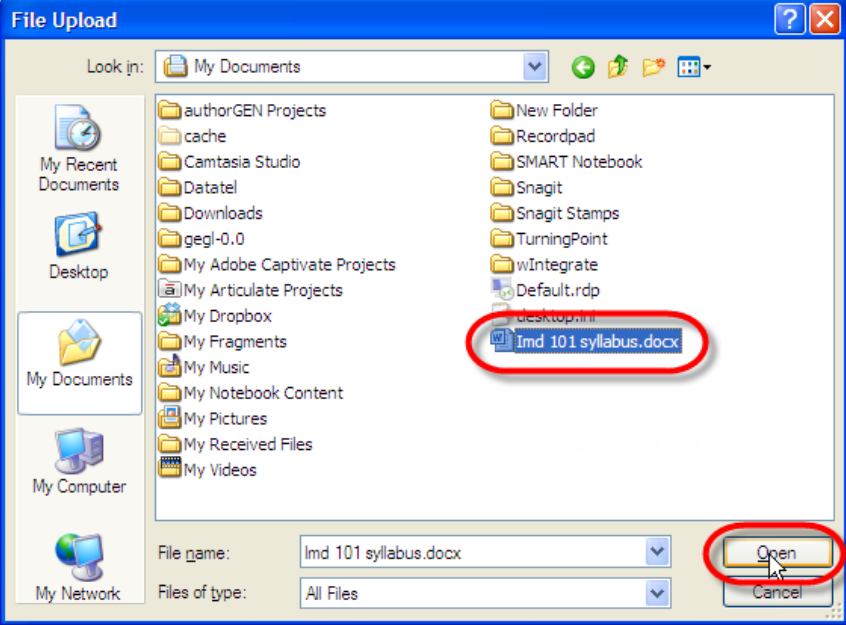
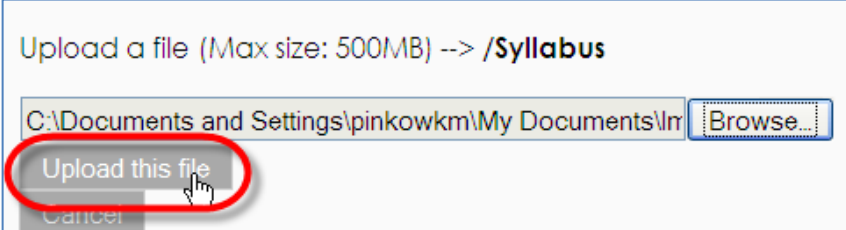
Do the following to upload and post your syllabus to a class in Moodle.

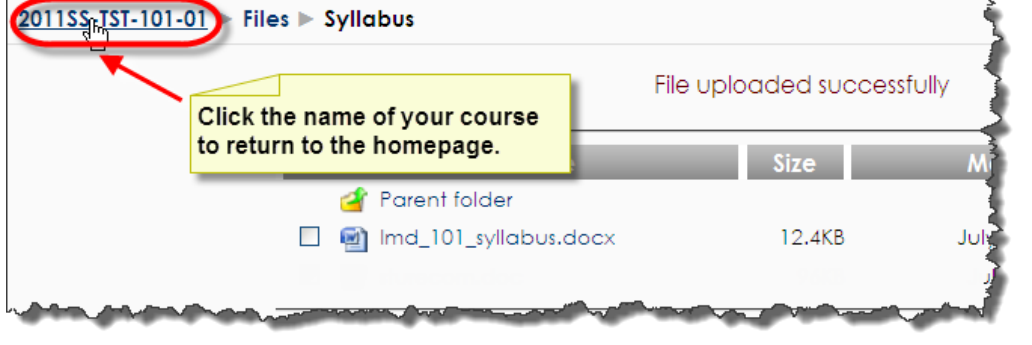
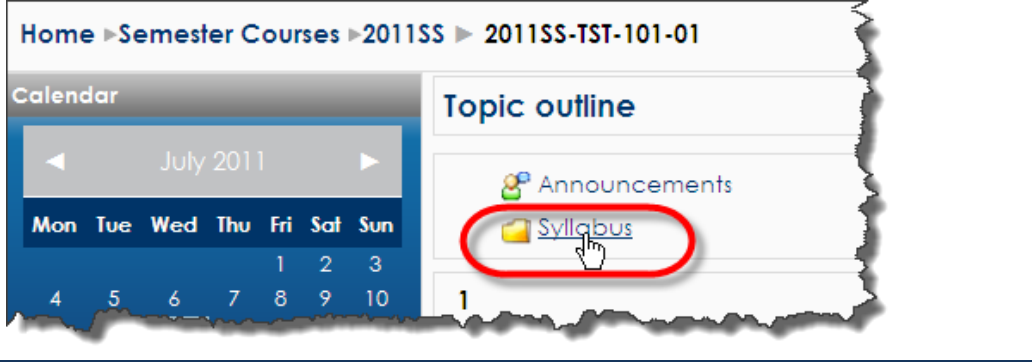
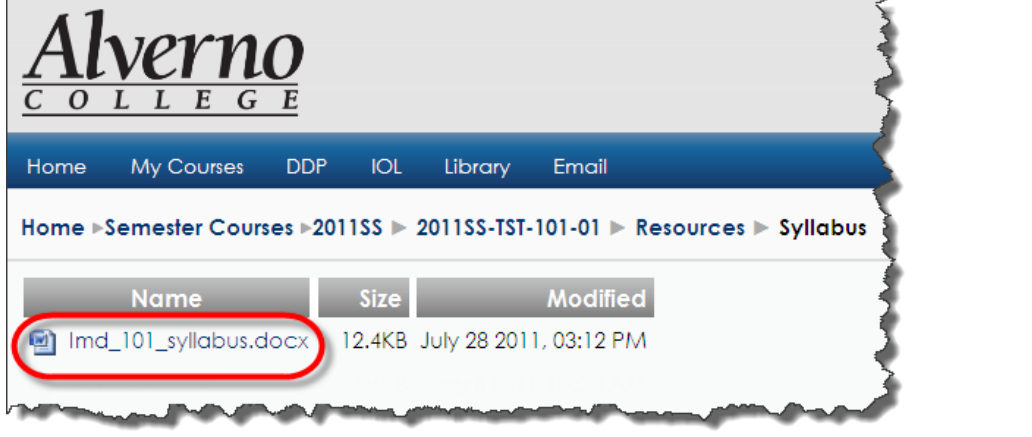
Task	Screen Shot
<ol style="list-style-type: none">1. Open your Firefox browser.2. Type the following in the address bar: http://moodle.alverno.edu/3. Press the Enter key.	 A screenshot of a Mozilla Firefox browser window. The title bar reads "Alverno Moodle - Mozilla Firefox". The address bar contains the URL "http://moodle.alverno.edu/" which is circled in red. Below the address bar, the Alverno College logo is visible, along with a navigation menu containing "Home", "My Courses", "DDP", "IOL", "Library", and "Email". A "Main menu" section is also visible with a "Site news" link.

Task	Screen Shot
<p>4. Click the Login link.</p>	 <p>The screenshot shows the Alverno College homepage. In the top right corner, there is a text link that says "You are not logged in. Login". A red arrow points from a white callout box containing the text "Click the Login link." to the "Login" link.</p>
<p>5. Enter your Alverno network username and password.</p> <p>Note: Your Moodle password is linked to your network password, so your Moodle password changes when you change your Alverno network password.</p> <p>6. Click the Login button.</p>	 <p>The screenshot shows the Alverno College login page. The "Username" field contains "pinkowkm" and the "Password" field is filled with dots. Both fields and the "Login" button are circled in red. A white callout box with the text "Alverno network username and password." has a red arrow pointing to the "Username" field.</p>

Task	Screen Shot
<p>7. To enter a class, click its link.</p> <p>Note: Clicking on the My Courses link in the header of the page displays all your courses.</p>	
<p>8. Once you are in a class, go to the Administration block, and click the Files link.</p>	
<p>9. Click the Syllabus folder to open it.</p>	

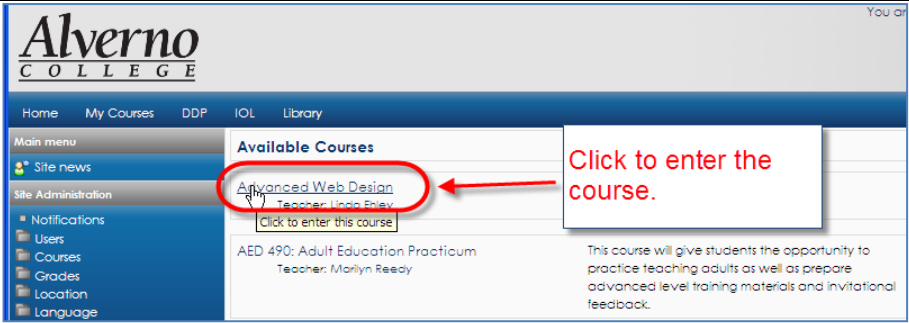
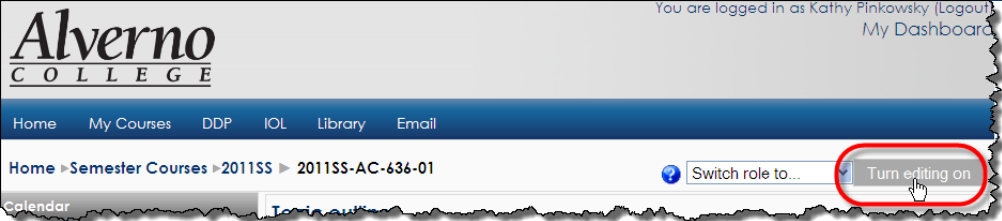

Task	Screen Shot
10. Click the Upload a File button.	 <p>The screenshot shows a file management interface for a folder named 'Syllabus'. It features a table with columns for Name, Size, Modified, and Action. Below the table, there are buttons for 'Make a folder', 'Select all', 'Deselect all', and 'Upload a file'. The 'Upload a file' button is circled in red.</p>
11. Click the Browse button.	 <p>The screenshot shows a file upload dialog box titled 'Files > Syllabus'. It contains the text 'Upload a file (Max size: 500MB) --> /Syllabus'. Below this text is a text input field and a 'Browse...' button, which is circled in red. There are also 'Upload this file' and 'Cancel' buttons.</p>


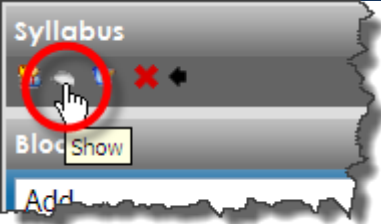

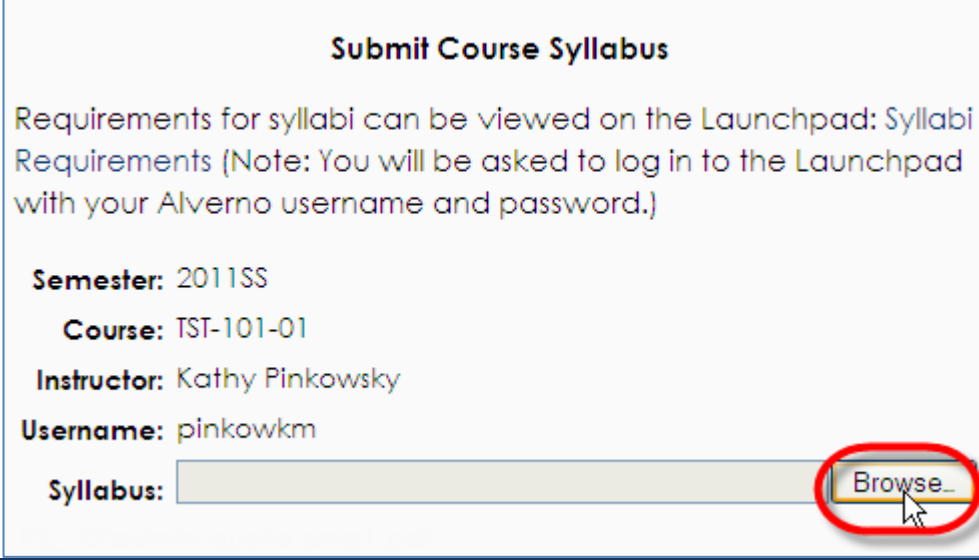
Task	Screen Shot
<p>12. Select your syllabus, and click the Open button.</p>	
<p>13. Click the Upload This File button.</p> <p>Your syllabus has now been uploaded to your course.</p>	

Task	Screen Shot
<p>14. Use the breadcrumbs trail to go to the front page of your course.</p>	
<p>15. Open the Syllabus folder on the front page of your course.</p> <p>Note: This folder is a link to the contents of your Syllabus folder in the Files area.</p>	
<p>16. Verify your syllabus is in the folder.</p>	

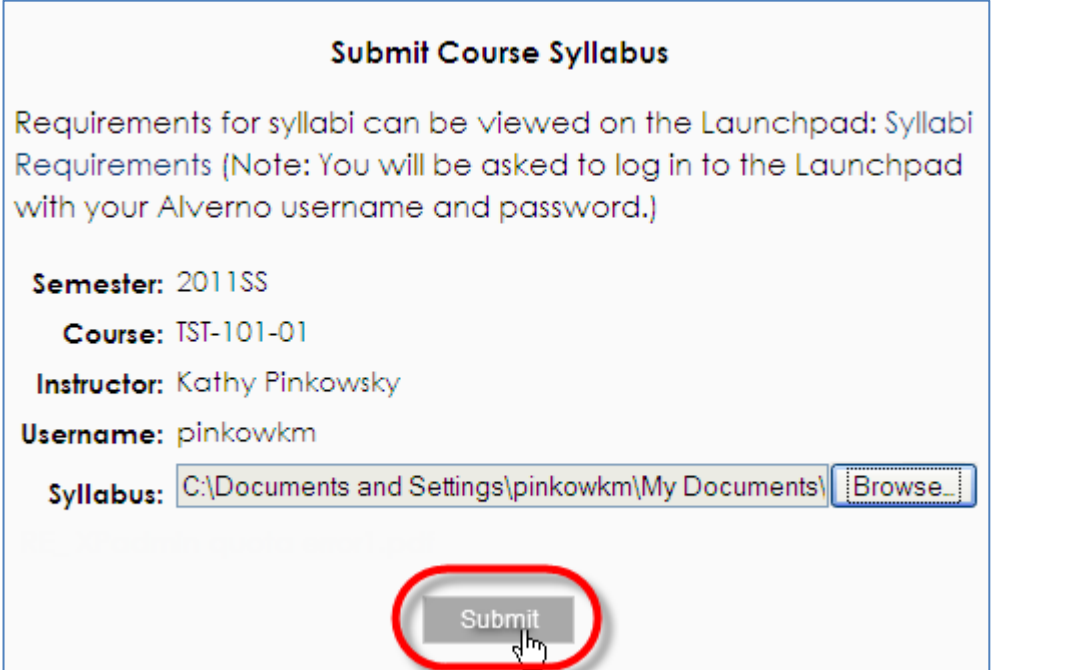
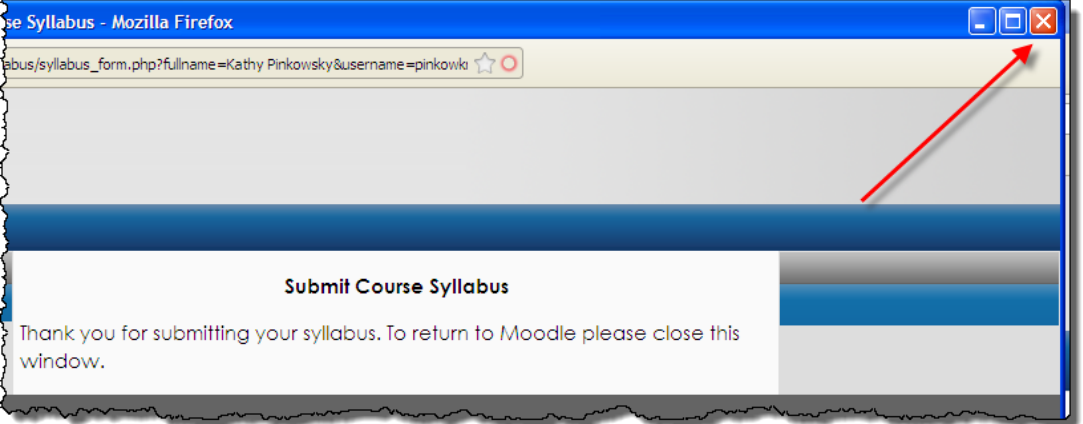
Submitting Your Syllabus to Professional Support Services (PSS)

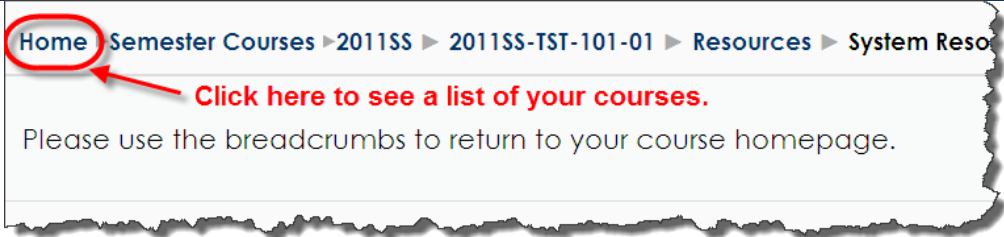
Do the following to submit your syllabus to PSS.

Task	Screen Shot
<p>1. If you are not already in one of your Moodle courses, enter a course by clicking its link on the Moodle homepage.</p> <p>Note: Clicking on the My Courses link in the header of the page displays all your courses.</p>	 <p>The screenshot shows the Moodle homepage for Alverno College. The 'Available Courses' section is highlighted with a red circle, and a red arrow points to the 'Advanced Web Design' course link. A callout box with the text 'Click to enter the course.' is positioned over the link.</p>
<p>2. Click the Turn Editing On button.</p>	 <p>The screenshot shows a Moodle course page for '2011SS-AC-636-01'. The 'Turn editing on' button is circled in red, and a mouse cursor is shown clicking it.</p>
<p>3. Locate the Syllabus block on the right column of your course.</p>	 <p>The screenshot shows a Moodle course page with a 'Syllabus' block. The block contains a 'Submit to PSS' button.</p>

Task	Screen Shot
<p>4. Do one of the following:</p> <ul style="list-style-type: none"> If the <i>Submit to PSS</i> text is not showing in the blue section of the Syllabus block, click the eye icon to open it.  If the <i>Submit to PSS</i> text is showing in the blue section of the Syllabus block, continue to the next step. 	
<p>5. Click the Submit to PSS link.</p>	
<p>6. Click the Browse button.</p> <p>Important: If the Submit Course Syllabus page does not appear, click the System Resource – Do Not Edit or Delete link at the bottom of the page that opened instead of the Submit Course Syllabus page.</p>	

Task	Screen Shot
<p>7. Select your syllabus.</p> <p>8. Click the Open button.</p>	<p>The screenshot shows a Windows File Upload dialog box. The title bar reads "File Upload". The "Look in:" field is set to "My Documents". The file list contains several folders and files, with "Imd 101 syllabus.docx" highlighted. The "File name:" field at the bottom contains "Imd 101 syllabus.docx" and the "Files of type:" field is set to "All Files". The "Open" button is circled in red, along with the file name in the list.</p>

Task	Screen Shot
<p>9. Click the Submit button.</p>	 <p>Submit Course Syllabus</p> <p>Requirements for syllabi can be viewed on the Launchpad: Syllabi Requirements (Note: You will be asked to log in to the Launchpad with your Alverno username and password.)</p> <p>Semester: 2011SS Course: TST-101-01 Instructor: Kathy Pinkowsky Username: pinkowkm Syllabus: C:\Documents and Settings\pinkowkm\My Documents\ <input type="button" value="Browse..."/></p> <p><input type="button" value="Submit"/></p>
<p>10. Close the Submit Course Syllabus window.</p>	 <p>Submit Course Syllabus - Mozilla Firefox</p> <p>abus/syllabus_form.php?fullname=Kathy Pinkowsky&username=pinkowk</p> <p>Submit Course Syllabus</p> <p>Thank you for submitting your syllabus. To return to Moodle please close this window.</p>

Task	Screen Shot
<p>11. The syllabus submission process for this course is now complete. Make sure to repeat this procedure for each of your courses.</p> <p>12. Click the Home link in the breadcrumb trail to return to a list of all your courses.</p>	 <p>Home Semester Courses ▶ 2011SS ▶ 2011SS-TST-101-01 ▶ Resources ▶ System Reso</p> <p>Click here to see a list of your courses.</p> <p>Please use the breadcrumbs to return to your course homepage.</p>